

## EVALUATION PANEL SUMMARY

Name	Date of Panel	Period Covering
Ashlee Dingler	07/25/2016	5/16/16-6/30/16

### SECTION I. SIGNIFICANT ACCOMPLISHMENTS/GOALS ACHIEVED BY TRAINEE/INTERN

Ashlee has completed research and obtained knowledge related to service contracts, concessions management, lease management, pricing policy, the courts, and similar as assigned. She is beginning to apply this knowledge to lease and custodial contract oversight as beneficial. She is completing thorough janitorial and lease inspections and following up on issues promptly. She is also learning administrative procedures and helping to update our SOPs. She has become our Fleet Management expert.

As of this panel, Ashlee has completed 1 Agency Topic, 0 Shadowing sessions and 0 Leadership Competency classes. Thank you for looking ahead. Please update your progress report as you complete requirements. LLS

### SECTION II. COMMENTS (Please check appropriate box)

By examination of the trainee/intern and review of the documentary evidence, we find that he/she

☒ is making satisfactory progress. (Please summarize comments)

Ashlee completed all of her ELP deliverables. She updated her shadowing dates promptly following her panel, based on clarifications given during her panel. She is very thorough and detailed when completing assignments. She is actively seeking training and information. She has absorbed a lot of information during her first quarter. She initiative to improve her business writing. She has developed good working relationships with her mentor, several ELPs, and various other parties within GSA.

☐ is not making satisfactory progress. In order to assist the trainee achieve an acceptable level of progress, we recommend:

☐ an extension of training period for \_\_\_\_\_ days.

☐ development of Performance Improvement Plan in accordance with GSA Performance Management Handbook, OAD P 9430.1. (Summarize comments under Areas of Concern)

☐ Other (Summarize comments under Areas of Concern)

### SECTION III. PANEL RECOMMENDATIONS/AREAS OF CONCERNS (if any):

Ashlee seemed overwhelmed and stressed by the lack of readily available information/specific instruction on some assignments during the early part of the quarter. Ashlee is more comfortable having the all necessary information to complete a task outlined and provided upfront. This is not always possible given the nature of property management. Substantial progress was made during the last few weeks of the quarter. She is more comfortable with her understand of GSA and her relationship with her supervisor moving into her second quarter.

PANEL MEMBERS SIGNATURE	TITLE	DATE
1. <i>DeRue</i>	Supervisory Prop Mgr	7/26/16
2. <i>Nancy Mercer-Haines</i>	Supervisory BMS (Ashlee's Mentor)	7/26/16
3.	Ohio SC Director	
4.		
5.	ELP Coordinator	9/15/16
6.		